

APPLICATION #

## UTAH STATE LIBRARY DIVISION

*Capital Facilities Grant Application*

## Section I: General Application Information

<b>ORGANIZATION</b> Highland City Library		
<b>FEDERAL ID #</b>		
<b>PROJECT CONTACT</b> (name and title) Kent Slade, Library Director		
<b>ADDRESS</b> 5400 West Civic Center Dr., Suite 2		
<b>CITY</b> Highland	<b>STATE</b> UT	<b>ZIP</b> 84003
<b>PHONE</b> 801-772-4528	<b>FAX</b> 801-756-6903	
<b>E-MAIL</b> kslade@highlandcity.org		
<b>PROJECT START DATE:</b> June 1, 2014		<b>PROJECT END DATE:</b> October 30, 2014
<b>PROJECT TITLE</b> (In less than ten words) Highland City Library Expansion Project		
<b>MAIN GOALS</b> (State your goals in one or two sentences) In order to meet the demands of the community, the library needs shelving space for at least 10,000 more items. The library is now near capacity and needs the space to grow the collection.  To meet the standards of the North Utah County Library Cooperative (NUCLC), the library needs to have 2.5 volumes per capita. This allows the library to become a full member of NUCLC which means Highland City Library patrons would no longer have to pay an additional fee in order to use other NUCLC libraries.		
<b>FUNDING SOURCES</b> (From complete detailed budget page)		
Grant Request		\$100,000
Other Funding Sources (Grants, Private Donations, Public Donations)		\$50,000
<b>TOTAL BUDGET</b>		\$150,000
<b>NAME OF EXECUTIVE OFFICER</b> (please print or type) Kent Slade		<b>TITLE</b> Library Director
<b>SIGNATURE</b>		<b>DATE</b>

Section II: Proposed Scope of Work (attach additional sheets as needed)

**PROJECT DESCRIPTION AND EXPECTED RESULTS** (Each application should state clearly what is proposed, why it is to be undertaken, what the expected results will be, and what the public benefit will be.)

The library will expand into an existing meeting room. This remodel would add 1,781 sq. ft. and, once added, would allow for an estimated 10,000 volumes in the space. The estimated cost of construction per square foot is \$55. Compared to other options, it is the most cost effective option for the library. This estimate includes all construction costs, paint, carpet, and shelving.

The Highland City Library Foundation has pledged \$50,000 for materials for the expansion and has embarked on fundraising for additional funds to assist the library in acquiring the needed volumes to meet the needs of the community.

As of May 1, 2013 the library has 29,361 items in the collection. This represents 1.84 volumes per capita, significantly lower than the NUCLC standard. By expanding the library and adding additional volumes, the library can meet NUCLC standards and provide better library service not only to Highland residents but to Lehi, Pleasant Grove, American Fork, and Eagle Mountain residents. Residents of Alpine and Cedar Hills that do not have a city library but use Highland City Library will be provided with additional resources as well.

The purpose of the expansion is twofold: 1) expand the collection in order to meet the demands of the community; 2) expand the library collection to meet the standards of NUCLC in order to gain full access to cooperative resources.

**PARTNERSHIPS** (Please list community supporters, funding agents, sponsorships, strategic alliances; applicants may attach up to five Letters of Support.)

The Highland City Library Foundation has pledged \$50,000 for purchase of materials.

Letter of Support from Lehi City Library.

**PLAN OF WORK** (Outline your plan of work, include what steps are planned with specific dates and activities. Include beginning date, completion date, and source of operation and maintenance funding.)

June 2011: identified need for additional space. Met with Gordon Clark of JRCA Architects to determine an estimate of how much it would cost to assess the facility and draw up plans that could be used to meet the goals of the project.

June 2011: City Council approved \$5000 of library reserve funds to be used on expansion study to be included in library 2011-12 FY budget.

August 2011: JRCA Architects retained to conduct the expansion study

November 2011: JRCA Architects submitted the first draft of study. It was returned with comments from library staff, trustees, and city administration.

January 2012: JRCA Architects submitted a second draft of study. Three options were considered. Option A was to expand library into existing meeting room. Option B added exterior space to the library. Option C remodeled the Justice Center and police Department and moving those services to a different location. Option A was considered the best option for cost and least disruption to city services.

May 2012. Library Foundation pledges \$50,000 for a collection for the expanded library.

January 2013: Library Foundation directed library staff to begin fundraising or expanded library by identifying possible community members that would have influence to raising funds.

March 2014: Upon receiving approval of the grant, the library will begin to select contractor for the work.

June 2014: Construction to begin

October 2014: Expected completion of the expansion project

November 2014: Library begins to operate in the new space, adding materials to the collection. Estimated annual maintenance and utility cost will be \$2000.

Section III: Project Budget

<b>PROJECT EXPENDITURE OF CASH OR THE VALUE OF IN-KIND SERVICES</b>	Grant funds	Cash match	In-kind match	Total
<b>Materials and equipment</b> (itemize)				
<b>Capital improvements</b> (itemize)				
Construction costs, sheetrock, elimination of electrical sockets and lines, relocation of heating controls, carpet, paint, shelving	\$100,000			\$100,000
<b>Supplies</b>				
Collection (3,125 items)		\$50,000		\$50,000
<b>Personnel</b> - labor, volunteer, contracted, professional and technical service				
<b>Other expenses</b>				
<b>TOTALS</b>	\$100,000	\$50,000		\$150,000

<b>FUNDING SOURCES</b> (From complete detailed budget page)	
Grant Request	<b>\$100,000</b>
Other Funding Sources- specify type and source (grants, private donations, public donations): Highland City Library Foundation	<b>\$50,000</b>

<b>TOTAL BUDGET</b>		<b>\$</b>
<b>Recommended Attachments:</b>		
<input type="checkbox"/> <b>X_ Organizational Chart</b>	<input type="checkbox"/> <b>X_ Architectural Renderings</b>	
<input type="checkbox"/> <b>X_ List of Board of Directors/Advisory Board</b>	<input type="checkbox"/> <b>X_ ADA Access Plan</b>	
<input type="checkbox"/> <b>X_ Statement of Organization's Financial Solvency</b>	<input type="checkbox"/> <b>X_ Long-term Operation and Maintenance Plan</b>	
<input type="checkbox"/> <b>X_ Detailed Cost Estimates for Project</b>		

For questions contact the Library Division Capital Facilities Grant coordinator:  
Dr. Steve Matthews at; [smatthews@utah.gov](mailto:smatthews@utah.gov) or 801-715-6722.

**Submit Completed Applications not later than June 1 to:**

**Director, Utah State Library Division  
ATTN: Steve Matthews  
250 North 1950 West, Suite A  
Salt Lake City, UT 84116-7901**



## **ADA Access Plan**

Prepared for Highland City Library Expansion Project, May 2013

### **Parking**

There are no plans to change the number of accessible parking spaces, currently provided 4 in the parking lot, out of 74 total spaces. Accessible parking provides space for lifts for either left or right sided equipped vehicles.

### **Exterior Access**

There are no plans to change the exterior access to the library. The exterior access currently provides automated doors for both vestibule doors.

### **Interior Access**

There is currently no plan to change the interior access of the library. Doors are provided to enter the library from the city hall, both doors provide pull handles into the lobby and push bars inside the library. Reconfigured space will allow for wheelchair access between stacks to the same degree the library currently provides.

### **Restrooms**

Mens and Womens restrooms are fully accessible with one handicapped stall in each. There are no planned changes to this configuration.

### **Computer Access**

Computer access will not be effected by the proposed changes. 10 workstations are available, all of which are wheelchair accessible. There are currently no computers that have JAWS or other vision-enhancing software installed other than typical operating system magnification settings.

### **Mobility Access**

For patrons with mobility issues, library staff are able to assist with retrieving items from shelves, helping use computers or assisting them in other ways within the library.

### **Vision Access**

Signage throughout the building is compliant with ADA requirements.

### **Hearing Access**

Library staff are able to write or type messages to patrons needing assistance.

### **Learning Disability Access**

Patrons with learning disabilities have a wide range of materials from which to choose. Library card access is available to all patrons over the age of 5, regardless of learning disabilities.

## **Long Term Maintenance and Operation Plan**

This project anticipates an addition of 1,781 sq. ft. to the library. Maintenance and operation costs, while negligible, will be absorbed by library operating budget with the support of the City Council.

It is anticipated upon the completion of this project, the library will take 3-5 years to fill the collection space to meet the goals of the project. It is then anticipated that a new library in a separate facility will be necessary 10-15 years after that point in order to meet the demands of the community. Should Alpine or Cedar Hills wish, a joint-use facilities may be designed and utilized, provide a long-term support agreement could be reached.